

Program B: Management and Finance

Program Authorization: La. Constitution, Article IV, Sec. 12; R.S. 36:661-663; R.S. 18:18; R.S. 18:31; R.S. 18:422-426; R.S. 18:431-436; R.S. 531-536; R.S. 18:1301-1318; R.S. 13:1351- 1376; R.S. 18:1391-139; R.S. 18:1398; R.S. 18:1399; Voting Rights Act of 1965, as amended; LAC 31:I.Chapter 1; LAC 31:III.Chapters 7 and 9.

Program Description

The mission of the Management and Finance Program is to ensure the financial integrity of the Department and the Louisiana election system. The Management and Finance Program shall further maintain and account for the property of the Department of Elections and Registration and address the needs of its employee through the Human Resources Section.

The goals of the Management and Finance Program are: (1) to ensure that all financial functions of the Department are carried out in a accordance with state and federal laws and in accordance with generally accepted accounting practices; (2) to ensure that Department's accounts payable are remitted timely and in amounts commiserate with appropriate billing procedures; (3) to ensure that Department's accounts' receivable are collected in a timely fashion; (4) to ensure that the Department has the necessary tangible resources to efficiently operate and fulfill the mission of the Department; (5) to address the human resource needs of the department's employees; and (6) to account for all property, facility or fleet purchased and maintained by this agency.

The Management and Finance Program shall provide funding for the financial and administrative support functions to every program in the department and be responsible for the payment of expenses associated with holding elections in the State of Louisiana, including commissioners; commissioners-in-charge; deputy custodians, janitors, drayage of voting machines; precinct rentals; clerks of court's expenses; registrars of voters' expenses; and parish boards of election supervisors' expenses.

The management and Finance Division is responsible for accounting, fleet and facility management , human resource, property control and purchasing. The expenses of this activity are discretionary.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$936,600	\$903,158	\$903,158	\$954,782	\$735,829	(\$167,329)
STATE GENERAL FUND BY:						
Interagency Transfers	0	0	0	0	0	0
Fees & Self-gen. Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	\$936,600	\$903,158	\$903,158	\$954,782	\$735,829	(\$167,329)
EXPENDITURES & REQUEST:						
Salaries	\$678,530	\$624,140	\$646,080	\$660,334	\$567,409	(\$78,671)
Other Compensation	0	0	0	0	0	0
Related Benefits	123,829	90,000	123,060	174,867	130,082	7,022
Total Operating Expenses	97,612	71,790	77,990	64,230	33,832	(44,158)
Professional Services	0	0	0	0	0	0
Total Other Charges	35,105	117,228	55,728	55,351	4,506	(51,222)
Total Acq. & Major Repairs	1,524	0	300	0	0	(300)
TOTAL EXPENDITURES AND REQUEST	\$936,600	\$903,158	\$903,158	\$954,782	\$735,829	(\$167,329)
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	17	16	16	16	15	(1)
Unclassified	1	0	0	0	0	0
TOTAL	18	16	16	16	15	(1)

SOURCE OF FUNDING

This program is funded with State General Fund.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$903,158	\$903,158	16	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$0	0	None
\$903,158	\$903,158	16	EXISTING OPERATING BUDGET - December 2, 2002
\$10,621	\$10,621	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
(\$300)	(\$300)	0	Non-Recurring Acquisitions & Major Repairs
\$10,200	\$10,200	0	Salary Base Adjustment
(\$31,377)	(\$31,377)	0	Attrition Adjustment
(\$48,132)	(\$48,132)	(1)	Personnel Reductions
\$16,565	\$16,565	0	Group Insurance Adjustment
(\$21,502)	(\$21,502)	0	Other Adjustments - Reduction to fund Group Benefits
(\$12,324)	(\$12,324)	0	Other Adjustments - Reduction to fund Retirement
(\$39,858)	(\$39,858)	(1)	Other Adjustments - Reduction of salaries for 6 months for Elections due to merger with Department of State
(\$51,222)	(\$51,222)	0	Other Technical Adjustments - Movement of the Legislative Auditor fee from the Management and Finance Program to the Elections Program
\$0	\$0	1	Other Technical Adjustments - Transfer of one position from the Information Technology Program to the Management and Finance Program
\$735,829	\$735,829	15	TOTAL RECOMMENDED
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$735,829	\$735,829	15	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$735,829	\$735,829	15	GRAND TOTAL RECOMMENDED

04-144

PROFESSIONAL SERVICES

This program does not have funding recommended for Professional Services for Fiscal Year 2003-2004.

OTHER CHARGES

\$0 None

SUB-TOTAL OTHER CHARGES**Interagency Transfers:**

\$2,500 State Mail Fees

\$2,006 CPTP, UPS, and Security Patrol

\$4,506 SUB-TOTAL INTERAGENCY TRANSFERS**\$4,506 TOTAL OTHER CHARGES**

ACQUISITIONS AND MAJOR REPAIRS

This program does not have funding recommended for Acquisitions and Major Repairs for Fiscal Year 2003-2004.